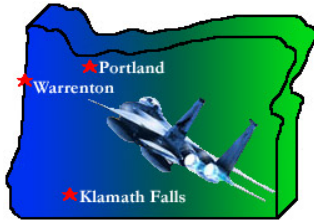


# Oregon Air National Guard



**OREGON MILITARY DEPARTMENT**  
**JOINT FORCE HEADQUARTERS-OR-AC/AGR**  
P. O. Box 14350  
SALEM, OREGON 97309-5047

<http://www.orport.ang.af.mil>

## STATEWIDE ACTIVE GUARD/RESERVE (AGR) POSITION VACANCY ANNOUNCEMENT

**ANNOUNCEMENT NUMBER:** AF06-520

**OPEN DATE:**  
22 Feb 06

**CLOSING DATE:**  
23 Mar 06

**UNIT/LOCATION:**

**JOINT FORCE HEADQUARTERS-OREGON-AIR COMPONENT /PORTLAND OREGON**

**POSITION:**

**PRODUCTION RECRUITER**

**PD #:** N/A **MAX MILITARY RANK AT TIME OF HIRE:** TSgt / E-6

**PROMOTIONAL POTENTIAL BASED ON CIVILIAN GRADE COMPARABILITY (Ref. ANGI 36-101):** TSgt/E-6

**GRADE/SERIES:** **NOTES:** PROMOTION TO THE HIGHEST GRADE MAY NOT BE SUPPORTED BY THE UNITS MANNING AUTHORIZATIONS,  
MC-001-36 PROMOTION TO THE GRADES OF O-4, O-5, E-8, E-9 ARE CONTINGENT ON THE AVAILABILITY OF A CONTROL GRADE.

**AFSC / MINIMUM ASVAB SCORE REQUIRED:** 8R000 / GENERAL = 24

For additional information about ASVAB scores,  
reference the "Additional Information" section in this announcement and AFMAN 36-2108.

**WHO MAY APPLY FOR THIS POSITION:**

**THIS ANNOUNCEMENT IS OPEN TO ALL CURRENT MEMBERS OF THE OREGON AIR NATIONAL GUARD**

**AREA OF CONSIDERATION:**

**FIRST AREA:** CURRENT PERMANENT FULL-TIME SUPPORT PERSONNEL OF THE OREGON AIR NATIONAL GUARD

**SECOND AREA:** ALL MEMBERS OF THE OREGON AIR NATIONAL GUARD

**FOR MORE INFORMATION ABOUT THIS POSITION OR THE UNIT OF ASSIGNMENT, PLEASE CALL:**

TSgt MERRILL, 503-335-4029, DSN 638-4029

## DESCRIPTION OF DUTIES

Organizes and conducts programs to recruit quality personnel to satisfy the requirements for Oregon. Coordinates and disseminates recruiting information and established effective relations with the local community. This position is assigned to Joint Force Headquarters-OR-AC with a duty location of Portland Oregon. The recruiter will report to the ANG Recruiting Office Supervisor (ROS) and perform production recruiter duties outlined in ANGI 36-2602. In addition the recruiter will:

1. Assist the local ANG RRS and ROS in the planning and organizing of recruiting activities.
2. Analyze industrial and population content of communities to determine the requirements for recruiting programs.
3. Develop and maintain long-term contacts with representatives of civilian organizations, high schools and local reserve and active duty units of the Armed Forces, and the general public.
4. Implement approved recruiting programs to meet Air National Guard and public needs and interests.
5. Establish contacts with interested prospects through the use of the news media, local advertising and referrals.
6. Improve techniques for disseminating recruiting information in the local community.
7. Maintain familiarity with events and facts concerning benefits for ANG personnel.
8. Coordinate recruiting activities with all appropriate specialists (Public Affairs, photographers and MPF personnel).
9. Report unfavorable publicity or conditions that might result in unfavorable public reaction.
10. Coordinate with responsible sections to ensure prospects are properly scheduled for all enlistment actions to include physical examinations and ASVAB tests.
11. Coordinate with education facilities to obtain accurate education information such as: High School Diplomas, Transcripts, Professional Military Education (PME) records, etc.
12. Coordinate formal presentations to members of the news media, educational institutions, public service organizations and other organizations upon request.

**APPLICATIONS MUST BE SUBMITTED IN ACCORDANCE WITH INSTRUCTIONS ON THIS ANNOUNCEMENT.**

\*\*\*\*\* PLEASE READ THIS ANNOUNCEMENT COMPLETELY \*\*\*\*\*

13. Conduct recruiting briefings for ANG personnel engaged in recruiting that involves direct contact with public and representatives of the news media, (i.e., personnel on short tours for fairs, and special presentations.)
14. Conduct Center of Influence (COI) events to include installation tours for members of the civilian community.
15. Make personal contacts with prospective enlistees to present overall opportunities the ANG has to offer. Follow-up will occur on all contacts regardless of the source.
16. Maintain locally established recruiting production standards to meet state/unit strength requirements and ANG initiatives.
17. Be familiar with officer selection programs in accordance with (IAW) AFI 36-2005. All officer leads should be coordinated with the Director of Personnel.
18. Be familiar with unit recruiting operations plan to include goals and objectives.
19. Provide Basic Military Training briefings for new enlistees.

#### **SPECIALITY QUALIFICATIONS:**

1. Must be knowledgeable of the organization, mission, and operations of the ANG, and methods and techniques of recruiting. Experience in the use of newspaper, magazines, radio, television and photographic media for advertising purposes is desirable.
2. Comply with military duty eligibility requirements IAW ANGI 36-101.
3. Have a High School diploma or General Education Diploma (GED) equivalent. Possess a valid state driver's license.
4. Be in the grade of E-4 Senior Airman through E-6 Technician Sergeant.
5. Possess a high moral character and unquestionable integrity.
6. Appearance must project a favorable image of the ANG. Must maintain outstanding appearance, military bearing, and standards of conduct to include no history of disciplinary actions. Compliance with AFI 36-2903 and NGR (AF) 35-11 (currently being rewritten) is mandatory.
7. Must be able to speak clearly and communicate effectively.
8. Individual may not have any documented diagnosed history of alcoholism or drug abuse.
9. Must be willing to work long irregular hours and become involved in civic and military activities; and be subject to intense public scrutiny.
10. Individual must demonstrate a positive attitude and be enthusiastic about performing ANG recruiter duties.
11. Must be a graduate of USAF/ANG/AFRES Recruiting School (L3ALR8R000, L3AZR8R000-001, L3AZR8R000-002), and the ANG 2 days follow on course prior to being placed on a full-time recruiting tour.
12. Must meet physical profile 111121 (minimum X-3 profile) and be Dental Class A.

### **ELIGIBILITY REQUIREMENTS FOR ENTRY INTO THE AGR PROGRAM**

- Must be a member of the Oregon Air National Guard.
- Member will be required to hold a compatible military assignment in the unit they are hired to support.
- Member's military grade will not exceed the maximum military duty grade authorized on the Unit Manning Document (UMD) for the position.
- Member must meet the physical qualifications outlined in AFI 48-123, Medical Examination and Standards, Attachment 2 before being placed on an AGR tour.
- Member must have retainability to complete the tour of military duty.
- Member must not be eligible for, or receiving a federal retirement annuity.
- Member must comply with standards outlined in ANGI 10-248, Air National Guard Fitness Program to be eligible for entry into the AGR program.
- Member must meet all eligibility criteria in ANGI 36-101, The Active Guard/Reserve Program.
- Member must hold the required AFSC or be eligible for retraining to the required AFSC and meet all eligibility criteria in AFMAN 36-2108/2105.

### **ADDITIONAL INFORMATION**

- AGR members will participate with their unit of assignment during Unit Training Assemblies (UTAs).
- AGR tour lengths in the State of Oregon are governed by TAG-OR Command Policy Memorandum 127.
- Initial tours will not exceed 6 years. Follow-on tours will be from 1 to 6 years.
- To be considered for this position you must meet all minimum AFSC requirements to include the minimum ASVAB qualifying score. Scores are reflected on your personnel RIP. If your ASVAB score does not meet the minimum required IAW AFMAN 36-2108 Attachment 39, contact your servicing MPF. You have the option to retake the test, however; you must schedule your test date and receive your new scores prior to the announcement closing date.
- A law enforcement background check may be required prior to appointment to this position. By submitting a resume or application for this position, you authorize this agency to accomplish the check.

**APPLICATIONS MUST BE SUBMITTED IN ACCORDANCE WITH INSTRUCTIONS ON THIS ANNOUNCEMENT.**

**\*\*\*\*\* PLEASE READ THIS ANNOUNCEMENT COMPLETELY \*\*\*\*\***

## APPLICATION INSTRUCTIONS

**APPLICATIONS MUST BE SUBMITTED FOLLOWING THE INSTRUCTIONS ON THIS ANNOUNCEMENT.**  
\*\*\*\*\* **INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED** \*\*\*\*\*  
**WRITTEN EXPLANATION IS REQUIRED FOR ANY MISSING DOCUMENTS**

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### ***All applicants must submit the following:***

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- ☐ NGB Form 34-1, Application for Active Guard/Reserve (AGR) Position. Announcement number and position title must be annotated on this form.
- ☐ Current Report of Individual Personnel (RIP). RIP can be obtained from the servicing Military Personnel Flight (MPF). In lieu of a RIP, applicant may provide a printout from the Virtual MPF (VMPF). Select 'Record Review', and then 'Print/View All Pages'. Documents must show your ASVAB scores.
- ☐ Copy of current physical fitness assessment.

For Air Technicians interested in this position: Selection for the advertised position does not constitute acceptance into the AGR program. Once notification of a selection is made, the individual is required to submit a request to change status through their current chain of command and forward to the Joint Forces Headquarters Office, AGR Section. The AGR Manager will evaluate the request against The Adjutant General's state policy to ensure compliance. The Adjutant General is the final approving authority. Approval is required in order to fill this position.

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### ***Current Technicians who wish to remain in Technician status must submit the following:***

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- ☐ This is a fenced position. You must be eligible for, and convert (if selected) to AGR status in order to apply.

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### ***IMPORTANT NOTES REGARDING COMPLETION AND SUBMISSION OF YOUR APPLICATION***

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- Applicants must type or print in legible dark ink, SIGN AND DATE each application.
- Be sure to include the announcement number and position title on your application.
- You may staple your application. Do not bind, tab, or use document protectors.
- Submit only single sided copies of all application documents submitted.
- Do not fax applications.
- Applications mailed in government envelopes will not be accepted.
- When mailing your application it is recommended that you obtain a delivery confirmation receipt showing the date your application was mailed.
- Applications will be accepted until 1630 of the announcement closing date.

### ***MAIL APPLICATIONS TO:***

The Oregon Military Department  
JFHQ-OR-AC / AGR  
P.O. Box 14350 / 1776 Militia Way  
Salem, Oregon 97309-5047

**THE OREGON AIR NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER  
SEEKING THE MOST HIGHLY QUALIFIED APPLICANTS**

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